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MEMORANDUM FOR THE RECORD

SUBJECT: Referrals to RCPS for Counseling Interviews

1. The RCPS has been and will continue to arrange personal counseling interviews for any employee who wishes to discuss retirement related matters.

2. Over a period of the past two or three weeks we have had several instances brought to our attention where Personnel Officers or employees have advised us that they tried to arrange interviews but were told it was either too early or given other reasons why interviews could not be provided. In each instance the caller had not contacted RCPS but one of the other Office of Personnel components (either Retirement Branch/BCD or Benefits and Counseling Branch/BCD). These components render a specific type of counseling service and this fact probably resulted in the misunderstanding. The sad part of the situation is that these officers failed to routinely refer the callers to RCPS. This has been brought to the attention of Chief/BSD who has taken steps to correct this situation.

3. Benefits and Counseling Branch and Retirement Branch/ Benefits and Services Division/Office of Personnel will continue to provide appropriate and specific counseling in those areas related to their scope of responsibility. Effectively immediately however, BSD elements will routinely refer employees to RCPS for general retirement counseling if the need is requested or indicated in the course of BSD contacts.

  
DC/RCP Staff

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